RFP and Proposal Requirements And Preparation

RFP N00014-04-R-0010 for Technical, Engineering and Research Support Services

General Instructions

- Due date is 25 MAY 2004 at 3:00 p.m.
- RFP is total of 71 pages with an Exhibit A and 3 Attachments
- The Technical and Management proposal shall be placed in Volume I and be completely separate from the cost proposal (Volume II).
- Required Copies:
  - 7 of the Technical Volume & 2 CD ROMs
  - 2 of the Cost Volume & 2 CD ROMs
- Proposals submitted through fax or e-mail WILL NOT BE ACCEPTED (L.23)

General Instructions (Cont.)

- A submitted Technical and Mgt proposal package (Volume I) will be valid for one CLIN only.
- To qualify in more than one CLIN, a separate and complete Technical and Mgt proposal package must be submitted for each CLIN.
- If proposing under two or more CLINs, no cross references between proposals in different CLINs is allowed.

Volume I - Technical

- Paper size: 8½”x11” with 1” margins
- Font size: 12 point, single spaced
- Page limit: 40 pages excluding resumes and sections addressing “Commitment to Small Business”
- No video or audio tapes will be considered

Volume II - Cost

- No page limit on Cost Volume
- Offerors only required to submit a SINGLE cost proposal package, regardless of of the number of separate Technical and Mgt proposals submitted
- Two sections
  - Rate Structure
  - Price Model Proposal

Volume II – Cost Continued…

- Volume II shall include fully executed copy of solicitation (SF-33) and amendments (Cover page only)
- Volume II should also include:
  - Completed Section K - Representations, Certifications and Other Statements of Offerors (P.49)
  - Completed Proposal Checklist provided as Attachment 3 to RFP

Volume II - Cost Rate Structure

- Listing of all direct labor categories and rates for personnel that would likely be proposed to accomplish CLIN tasks
- Listing of all indirect rates which may be used in pricing proposals
- Projections for all indirect rates through 2009
- Information regarding DCAA or ACO review of rates

Volume II - Cost Price Model Proposal

- Streamlined approach to obtain Pricing and to conduct Cost Reasonableness and Realism analysis
- Use format and structure of Price Model (Attachment 2)
- Plug in and propose Direct Labor rates that most closely meets the minimum qualifications provided in Attachment 2
  - Price Model allows an offeror to identify and propose up to 3 of its own labor categories that are not covered by any of the provided generic labor categories
- In sections or blocks of the Price Model that are not applicable to the Offeror's accounting/pricing structure, simply note "N/A"
- Submitting a Volume II – Cost Proposal without regard to the required Price Model format and structure may result in a non-responsive determination

Instructions for the Preparation of VOLUME I (Section L.22)

- **Cover Page must specify CLIN area targeted**

- **Technical proposals are required to address:**
  1. **Understanding of Requirement**
  2. **Staff Qualifications**
  3. **Organizational Past Performance**
  4. **Corporate Facilities**
  5. **Commitment to Small Business**
     - **Commitment to Small Business (all offerors)**
     - **Small Business Subcontracting Plan (small business exempt)**

Understanding of Requirement

- **Offeror's should consider the ONR core mission**
- **Discussion of Offeror's capabilities to accomplish needed support/services in Section C.3**
- **Offeror's plan to organize, staff, and manage the various tasks**
- **Describe understanding through relevant knowledge of of the ONR operating environment**

Note: Offerors do not have to fulfill all the capabilities within a CLIN to get an award. Also, proposals can

Staff Qualifications

- **Offeror should address how its personnel have working knowledge or expertise to the tasks under the given CLIN**
- **ONR is interested in receiving offers with not just upper level management and technical personnel (i.e., key personnel) proposed, but also lower level technical and administrative personnel to accomplish lesser complex task orders.**
- **At the minimum, resumes must be provided for all personnel proposed or identified in the Price Model Proposal**

Staff Qualifications Continued…

- **Additional resumes, outside of Price Model proposal resumes, may be submitted to show breadth of experience and knowledge of the Offeror's personnel.**
- **There is no limitation on the number of resumes that can be submitted, i.e., resumes do not count against the page limitation.**
- **For each person proposed, the Offeror should address which labor category or categories in Attachment Number 2 the employee's experience and education most closely resembles, if applicable.**

Organizational Past Performance

- **Each offeror must have at least three years of recent organizational experience with the tasks outlined for a CLIN in Section C.3 (with a preference for work within the Federal Government and the Department of the Navy (DON))**
    - **Government reserves the right to waive this requirement to offerors who are proposing a capability not fully addressed by other offerors.**
- **Companies not meeting the organizational experience requirements mentioned above should highlight recent, relevant past performance information of key personnel and subcontractors proposed for this effort.**

Organizational Past Performance Continued…

- **Under this section, offerors should submit the following:**
  - **Information (as described in Section L. 22(B)(3)) for all contracts performed in the last three years that exhibited similar performance requirements to those described in this solicitation**
  - **Similar data for all subcontractors who will perform major or critical aspects of the technical support work if an award is made to the Offeror**

Corporate Facilities

- **The Offeror should describe its physical facilities, in-house support staff and any other features of its operation that might enhance or otherwise affect contract performance (e.g., computer equipment and approved storage space for classified materials).**
- **The Offeror shall describe its ability to provide both (a) unclassified and classified meeting spaces at its facilities and (b) other facilities that can be made available on an as-needed basis.**
- **Offeror should address to what extent it could support offices in various geographic locations in Section C.2.**

Commitment to Small Business

- **This section includes the following two subsections, which are separate and apart from one another:**
  - **Commitment to Small Business (to be submitted by all offerors)**
  - **Small Business Subcontracting Plan in accordance with FAR 52.219-9 (small business exempt)**

Commitment to Small Business Continued…

- **The first subsection should address the Offeror's commitment to provide for meaningful work to Small, HUBZone Small, Small Disadvantaged, and Women-Owned Small Businesses and Historically Black Colleges and Universities or Minority Institutions (HBCUs/MIs) in the performance of this contract.**

- **The commitment may be in the form of a joint venture, teaming arrangement, or subcontract with one or more qualifying entities.**

- **Where no subcontracting opportunities exist, Offeror can indicate how commitments are being addressed internally (such as purchase of office supplies,**

Commitment to Small Business Continued…

- **The second subsection, Small Business Subcontracting Plan, submitted for the contract under the clause, FAR 52.219-9, will be evaluated to ensure that it includes at least the congressionally mandated goals or a detailed explanation as to why these goals cannot be included in the plan.**

- **An example of a subcontracting plan can be found under ONR's University Business Affairs website at: http://www.onr.navy.mil/osb/**

PROPOSAL EVALUATION

RFP N00014-04-R-0010 for Technical, Engineering and Research Support Services

BEST VALUE

- Section M of the RFP outlines the Evaluation Factors for Award
- The Government will award contracts resulting from this solicitation to the responsible offerors whose offers conforming to the solicitation will be most advantageous to the Government, cost and other factors considered.

Evaluation Factors

- Technical Factors
  - Understanding of Requirements
  - Staff Qualifications
  - Organizational Past Performance
  - Corporate Facilities
  - Commitment to Small Business

- Cost Realism
  - Reasonableness and realism of proposed rate structure
  - Reasonableness and realism of the Price Model proposal

Evaluation Factor Weighting

- Technical is substantially more important than cost.
- Understanding of Requirements, Staff Qualifications, and Organizational Past Performance are weighted equally and are more important than Corporate Facilities and Commitment to Small Business
- Corporate Facilties is more important than Commitment to Small Business

Understanding of Requirement

- Depth and breadth of understanding of task requirements under a CLIN in the given environment (i.e. DoD, S&T)
  - CLIN task requirements outlined in Section C.3
- Soundness of plan to organize, staff, and manage various tasks within the statement of work. Depth and Breadth of Understanding of the Requirements
- Extent in which Offeror provides unique or specialized capabilities and/or understanding to one or more of the tasks.

Staff Qualifications

- Ability to provide quality and types of personnel necessary to accomplish required tasks under a given CLIN
- Proposed staff education, qualifications, and relevant experience
- Favorable consideration for specialized or unique qualifications and/or expertise

Organizational Past Performance

- Depth and quality of Offeror's recent experience in same or similar work for ONR, or in an environment similar to ONR
- Performance in prior projects that are both similar and relevant to tasks outlined in Section C.3.
- Extent offeror performed satisfactorily in regards to schedules, turnover rates, cost control, and overall success in performing the required statement of work

Corporate Facilities

- Adequacy of facilities relevant to the various tasks to be performed in any given CLIN
  - May be most relevant to task requirements outlined for Technical, Programmatic and Engineering support CLIN 0001
- Geographic proximity is a consideration in reviewing an offeror's capabilities to provide support service to the offices identified in Section C.2.
- The inability to provide support services to ALL locations in Section C.2 will NOT be a determining factor in evaluation of the Offeror's proposal.

Commitment to Small Business

- Commitment to Small Business Evaluation Factor will be addressed in the Small Business presentation at this Conference

- Note that every offeror will be required to address its Commitment to Small Business in accordance with Section L.22(B)

Fair Opportunity Procedures

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TASK ORDER CONTRACTS

- TASK ORDER CONTRACT-

  - Does not procure or specify a firm quantity of services other than a minimum or maximum quantity and

  - Provides for the issuance of orders during the period of the contract.

  - Orders may be placed for a specified level of effort over a specified period of time or for completion of a particular task.

- Task Order Contracts differ from Delivery Order Contracts in that Task Orders are for services and Delivery Orders are for supplies

Placing Orders

- **The procedures for issuing orders must be established in the solicitation, per FAR 16.504(a)(4) (See Section H.7 on page 31)**
- **Steps in issuing Task Orders under a Multiple Award Contract**
  - **Make sure that the order is within the scope of the contract;**
  - **Provide each awardee a "fair opportunity" for every order over $2,500;**
  - **Select the awardee;**
  - **Prepare and issue order**

Fair Opportunity

- **When placing an order under a multiple award contract, the contracting officer must give every awardee a fair opportunity to be considered for the placement of each order in excess of $2,500 [FAR 16.505(b)(1)].**
- **Fair opportunity is not the same formal evaluation process used to make the initial award. Instead, it allows for the expeditious placement of orders against the existing contract.**

Fair Opportunity

- **Fair Opportunity requires that:**
  - **Agencies describe the order placement and selection criteria in the initial solicitation so that awardees have notice of the procedures, and**
  - **Agencies provide each awardee, with limited exceptions discussed on the next slide, the opportunity to be considered for the placement of each order.**

- **Agencies must not use any method (such as allocation) that would not result in fair consideration of all awardees.**

Fair Opportunity

- **When placing orders an agency is not required to:**
  - **Prepare formal evaluations plans;**
  - **Score quotes or offers;**
  - **Post notice; or**
  - **Hold discussions and negotiations with each awardee.**

Exceptions to Fair Opportunity

- **Awardees need not be given the opportunity to be considered for a particular order in excess of $2,500 under a multiple award contract if the contracting officer determines that:**
  - **The need for services is so urgent that giving a fair opportunity would result in unacceptable delays;**
  - **Only one contractor is capable of providing the services required at the level of quality required, because the services are unique or highly specialized;**
  - **The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to an order already issued, where all awardees had been given a fair opportunity to compete for the original order; or**
  - **It is necessary to place an order to satisfy a**

Ordering Provisions in Section H.6

- **Orders can be placed anytime during the effective period of the contract**
- **FFP and CPFF (LOE or Completion) Task Orders can be issued under the contract.**
- **Each request for task order proposals will specify due date for the proposals**
- **Orders may be issued bilaterally or unilaterally**
- **Unilateral Orders must be acknowledged by the Contractor within 5 days of receipt**
- **Undefinitized Unilateral Orders may be issued if determined in the best interest of the Government**
- **Subparagraph “g” describes provisions for definitization requirements**
- **Subparagraph “h” describes provisions for termination of task orders**

Ordering Provisions in Section H.7

- **ONR will provide for Task Order Competition by:**
  - **Posting task order solicitations to website**
  - **Notifying all offerors qualified in a given CLIN via e-mail of the task order solicitation posting and due date of task order proposals**
- **Technical Evaluation Criteria for Task Orders:**
  - **Proposed Key Personnel**
  - **Management Plan and Technical Approach**
  - **Past Performance (i.e., quality of deliverables and cost control)**
  - **Corporate Facilities**
  - **Commitment to Small Businesses**
- **First three evaluation criteria above are of equal importance, while the last two factors are of less importance.**
- **Award is made to the offeror whose proposal represents the best value to the Government**

Ordering Provisions in Section H.7

- **The technical evaluation factors are substantially more important than cost.**
- **The Contracting Officer reserves the right to modify the evaluation criteria and weights to better suit the needs of each individual order. Notification will be made as part of the Task Order solicitation.**
- **Past Performance procedural requirements in FAR 42.15 are not mandatory. Government to use subjective evaluation of Contractor's performance based on previous task orders (if any).**
- **Contractors how have contracts that allow for for only FFP Task Orders will not affect their ability to compete for task orders in which the Government has requested CPFF proposals.**

Question: General Will more then one award be made against each CLIN? It's clear that one award per CLIN will be made following the set-aside standard outline in the RFP, but is unclear if multiple awards per CLIN will be made.

- **Answer:** In accordance with Section L.8 of the subject solicitation, it is the intent of the Government to award multiple contracts for the same or similar advisory and assistance services to two or more sources. To answer your question directly, it is the intent of the government to award multiple contracts under each CLIN.

Question: 1. Please clarify difference between p52 1st page requirements and p64 cover page requirements - are they 2 different pages? 2. Does Attachment 3 Checklist go in the proposal? - if so, where?

Answer: 1. The first page and cover page referenced on pages 52 and 64 are the same. Please provide all information/data required under both Section L.4 and L.22 on the cover page of your proposal. 2. The Checklist should be provided as part of the proposal and the Offeror should indicate the page numbers where the particular section referenced can be found in the Offeror's proposal. The Government requests that the Checklist be placed on the page immediately following the cover page of the Volume II Cost Proposal.

Question: We are currently a performing contractor for one of the ONR codes expected to be supported through the MATOC effort. We fully understand that we will be excluded from providing support to the code where we are the performing contractor under OCI rules. A company division separate from the performing division is interested in bidding on the effort as a subcontractor. There is no overlapping of operational personnel or management between the divisions. At the corporate management level, administrative functions would be performed by common personnel (executive managers, accounting, contract administration, human resources, etc.). If we were to fully document this arrangement in an OCI mitigation plan for approval by the Government, would we be permitted as a subcontractor on the effort?

Answer: Your company is welcome to propose and to be eligible for award under this solicitation; however, you will be subject to Section H.8 of the solicitation as well as FAR Part 9.5. Furthermore, as a current ONR support contractor, you are bound to abide to the Non-Disclosure/Conflict of Interest Agreement that was required upon execution of your support award.

Question: General Is this procurement a follow-on to an existing contract(s)? If so, who are the current incumbent contractors?

Answer: There is a current MATOC Program and Engineering support service program in place in which multiple awards were originally made under Solicitation N00014-99-R-0003. The Awardees under this solicitation are listed at www.onr.navy.mil/02. However, please note that this solicitation represents 1) a totally different CLIN structure and 2) both an extension and expansion to the prior MATOC task requirements, including the addition of tasks not addressed in the existing Program.

Question: Can one compnay submit a proposal in one CLIN (Inofrmation Technology services and support) only? Or all CLINs need to be addressed in the proposal? Is one CLIN per proposal is a requirement or one proposal can address more than one CLIN but not all?

Answer: In accordance with Section L.22(A)(2), "Offerors proposing Technical and Management proposals under more than one CLIN are required to submit a separate, stand alone Technical and Management proposal for each CLIN." In accordance with Section L.20(A)(4), an offeror is only required to submit a single cost proposal package (Volume II), regardless of the number of separate Technical and Management proposals that are submitted under this solicitation. The single cost proposal should include and reflect the type and level of effort necessary to address each Technical and Management proposal submitted by an offeror." An Offeror may submit a proposal against a single or more than one CLIN(s). An Offeror does not have to propose against all CLINS.

Question: For the Administration Assistant labor category can additional years of experience be substituted for the Associates Degree requirement?

Answer: The Price Model requests offerors to identify and propose direct labor rates of personnel with staff qualifications similar to those listed. In the case of the Administrative Assistant position, we would not take issue with an offeror substituting relevant experience for education (3 to 5 years of relevant experience would be preferred).

Question: If an offeror submits a bid for CLIN 0001, must it bid on all six ONR S&T Program Areas? If an offeror bids on CLIN 0001 for one ONR S&T Program Area, and receives an award, will that offeror have the opportunity to bid on all tasks issued by all six ONR S&T Program Areas? If an offeror submits a CLIN 0001 bid for two ONR S&T Program Areas, should they submit two Technical and Management Proposals, or should they combine them into one Technical and Management Proposal?

Answer: An offeror can address one or more ONR S&T Program Area as part of their CLIN 0001 Technical and Management proposal. An offeror shall not submit more than one Technical and Management proposal for each CLIN. Each active contract awardee under a given CLIN will be given a fair opportunity to compete for every task order award under that CLIN.

Question: Can non-8(a) firms bid on CLINS 0001, 0002, and 0007?

Answer: Yes. Only CLINs 0003, 0004, and 0006 are set-aside exclusively for 8(a) firms. Awards made to 8(a) firms under the non-set-aside CLIN(s) (i.e 0001, 0002, and 0007) will be made as SDB awards and not as awards under the 8(a) program.

Question: Would ONR consider a Time and Materials approach to pricing for this contract? We have found that this works well for other work that we have done for ONR, using our established labor rates and our pre-approved g&a and fee rates for the ODCs.

Answer: Yes, we would consider a Time and Materials approach for Task Orders if it was in the best interest of the Government. (Please note that, for the purposes of this solicitation, an offeror must submit its cost proposal in accordance with Section L.20(C).